

HELP! HOW DO I BEGIN!

Teacher-Librarian Induction

Tools of the Trade: Conducting Effective Staff Development Workshops

By Kay Bishop and Sue Janczak

- ☐ **Learn Participants' Needs**
- ☐ **Select a Workshop Topic**
- ☐ **Determine Who Should Conduct a Staff Development Program**
- ☐ **Choose the Best Format**
- ☐ **Plan the Staff Development**
- ☐ **Know Your Audience**
- ☐ **Plan Objectives (consider available time and number of participants)**
- ☐ **Select Activities**
- ☐ **Prepare Materials and Equipment**
- ☐ **Attend to "Creature Comforts"**
- ☐ **Market the Workshop**
- ☐ **Conduct the Staff Development**
- ☐ **Provide an Agenda**
- ☐ **Begin and End on Time**
- ☐ **Utilize Demonstrations**
- ☐ **Include Hands-on Activities**
- ☐ **Be Patient; Show a Sense of Humor**
- ☐ **Offer Prizes and Rewards**
- ☐ **Include an Evaluation**
- ☐ **Offer Follow-up Activities**